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Approved For Release 2000/08/30 : CIA-RDP81-00314R000600250004-0

4 JUN 1969

MEMORANDUM FOR: Chief, Regulations Control Branch, SSS

SUBJECT : Administrative Authorities and Related Matters

1. As you know, a number of regulatory issuances have been initiated to implement the several proposals of the Administrative Authorities Task Force.

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2. The attached is a sweep of the remaining changes that appear necessary in order to make Agency regulations compatible with the Task Force proposals or to clarify certain issues that have arisen in recent discussions on home leave and travel, e.g., rules for creditable service abroad.

3. The attached regulatory changes have been coordinated with the Offices of Finance and General Counsel and reflect their changes. Inasmuch as they will partially implement proposals of the Administrative Task Force, it is requested you employ the same procedure for expeditious coordination of the material as has been followed in the processing of previous Task Force proposals already approved in principle by the Deputy Directors.

4. FYI, we have requested the assistance of the O/DDS in securing approval of the only remaining Task Force Proposal not yet acted upon (#4). You will note that a prospective regulatory change to take care of this recommendation if and when adopted is included in the attached as paragraph

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5. Please review the material with the understanding that coordination of the package could proceed forthwith without awaiting the outcome of the O/DDS action on Proposal 4. The proposed paragraph for implementing Proposal 4 could be released by your office for coordination as soon as word on the approval of Proposal 4 is received.

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SIGNED

Chief, Plans and Analysis Division

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OP/PAD/ [REDACTED] :lmt (3 June 69)

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PERSONNEL

[REDACTED] 25X1A

a. TYPES OF LEAVE

- (1) and (2) No change
(3) HOME LEAVE provides for absence without loss of pay or charge to annual leave after assignment outside the United States.

Home leave accrues for those employees who are eligible to accumulate annual leave up to 45 days (see [REDACTED])
and home leave accrues at the rate of 15 workdays for each year of creditable service outside the United States. It may accumulate without limitation but shall not be made the basis for any terminal or lump-sum leave payment.

(Material removed from [REDACTED])

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2. APPLICATION. This regulation governs official Agency travel and related shipment and storage. The provisions apply to all Agency personnel and their dependents unless otherwise specified.

a. TRAVEL AND RELATED SHIPMENT AND STORAGE. Travel at Government expense and related shipment and storage of effects may be authorized or approved as follows:

(1) For appointees (a) from place of residence in a foreign country at time of appointment to place of employment provided the Service

Abroad Agreement specified in ~~Supporting Document No 41/1~~ is

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signed, or (b) from place of residence in the United States, its possessions or the Commonwealth of Puerto Rico to place of employment if outside the continental United States (CONUS), provided

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the Service Agreement specified in ~~Supporting Document No 41/1~~ is

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signed, or (c) from place of residence to first duty post in CONUS if appointed to a position for which increased hiring rates have been authorized or which meets substantially the same standard as to scarcity of qualified candidates as determined by the Deputy Director for Support. (See attachment 3.)

(2) No change

(3) Upon separation abroad, ~~from last duty post to Headquarters or~~

~~place of residence at time of appointment other than retirement, travel and transportation expenses from the last post of assignment to the employee's Permanent Place of Residence (as defined in~~

(Change
made to be
compatible
with Reg
implementing
Proposal 7
of Admin.
Authorities
Committee.
It corrects
citation in
Regs regard-
ing Tour
Abroad
Agreement.)

(To implement
Proposal 4
still pending
policy
approval.)

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paragraph [REDACTED] in the United States, its possessions or the Commonwealth of Puerto Rico, including removal of effects from storage and delivery to authorized destination if not provided the Service Abroad Agreement specified in [REDACTED] is not breached. An employee who elects to reside elsewhere shall be allowed expenses incurred not to exceed the constructive cost of direct travel and transportation from the last post of assignment to his Permanent Place of Residence in the United States, its possessions or the Commonwealth of Puerto Rico.

- (4) Change already in process. See [REDACTED] revision by OFJ 25X1A
(5) No change
(6) Change in process
(7) No change
(8) Travel from duty post abroad (except Alaska and Hawaii) to home leave point and return to the same or a new post if eligible for home leave under [REDACTED] when the employee expects to return to the United States or the Commonwealth of Puerto Rico after six months of travel. Travel plans shall provide for at least 20 workdays of leave, or leave and temporary duty in the United States, its possessions or the Commonwealth of Puerto Rico if it is determined that the employee will remain in the United States or the Commonwealth of Puerto Rico for six months or more. Normally, the time authorized for travel, consultation, and leave between assignments will be limited to 60 calendar days [REDACTED]

(This change is to implement Proposal 9 of Admin. Auths. Committee.)

(This section expanded to include relevant material in [REDACTED])

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Travel to the home leave point, in unusual circumstances, may be deferred by authorizing officials with the approval of the component to which the employee is being assigned, up to six months after commencement of duty at a post in the United States. If an employee

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has returned to continue in Agency employment but elects to resign within six months from the date of reporting for duty (excluding any LWOP) after performing travel under authority of this subparagraph, he shall be required to refund the payment for such travel unless ~~it is waived by~~ the Director of Personnel determines the employee's return is not in the public interest or his failure to return was due to compelling personal reasons of a humanitarian or compassionate nature.

3. DEFINITIONS. For the purpose of this regulation:

- a. HOME LEAVE POINTS. Means the place or places in the United States, its possessions or the Commonwealth of Puerto Rico designated by the employee for the purpose of home leave and approved by the Deputy Director concerned, or his designee.

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(To
implement
Proposal 8
Admin Auths
Committee,
as approved.)

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- (1) Designations normally will be made from among the following: employee's Permanent Place of Residence (as defined in paragraph [redacted]) headquarters [redacted] assignment, and the residence 25X1A within the United States, its possessions or the Commonwealth of Puerto Rico of parents, parents-in-law, children, brothers and sisters and brothers-in-law and sisters-in-law.
- (2) Some other place in the United States, its possessions or the Commonwealth of Puerto Rico may be requested and explained in writing by the employee, provided the requested location is the residence of a close relative or a place in which the employee has previously manifested an interest, as shown by state voting registration, property ownership or payment of state or local taxes. Such requests

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require the concurrence of the Deputy Director concerned or his designee and the approval of the Director of Personnel.

- (3) Each time an employee is processed for assignment to a post abroad, he will designate his home leave point or points for approval in 25X1A the Agreement of Service Abroad (see [redacted] Figure 1). Redesignations by an employee while assigned to a post abroad must conform to the criteria specified in paragraphs (1) and (2) above, e.g., change in address of a parent or child, and the changes must be approved in advance of the home leave travel.
- s. CREDITABLE SERVICE ABROAD. For the purpose of determining basic service periods of continuous creditable service abroad which are specified in Agency regulations for home leave eligibility, home leave accruals and travel entitlements to and from a post abroad, the following rules will apply:
- (1) Creditable service begins upon the date of an employee's PCS arrival at his post of assignment abroad or date of entry-on-duty if recruited abroad. A period of TDY abroad en route to his post of assignment will be counted, and a period of TDY abroad performed without a break in service prior to PCS conversion to the same post abroad or another post abroad will be counted when approved by an Authorizing Official.
- (2) In computing creditable service for home leave accruals, the last day of creditable service ends on the date of an employee's departure from his post abroad or the last day of TDY duty abroad en route to CONUS for permanent assignment or home leave and return to the same or another post abroad. In determining the last date of an employee's prescribed tour abroad for home leave purposes or travel entitlements

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to and from a post abroad, the last day of his required period of creditable service abroad must be physically performed at his post abroad or at a TDY duty point abroad en route to a permanent assignment or home leave in CONUS unless the Operating Official and Head of the employee's Career Service concerned agree to an exception.

(If such an exception involves an agreement to return an individual short of his prescribed tour, see [redacted] 25X1A

(3) Except as indicated in paragraph (4) below, all periods of paid leave outside the United States will be credited, and paid leave taken in the United States will be counted if cover considerations permit.

Leave-without-pay taken outside the United States will be counted up to two weeks in each 12 months of service abroad. Time spent on detail or in the Armed Forces of the United States which otherwise interrupts continuous creditable service abroad will be counted.

(4) The following special rules pertaining to home leave eligibility and home leave accruals will apply:

(a) Time spent in the United States for emergency visitation travel or family visitation travel delays the date of home leave eligibility but does not affect home leave accruals.

(b) When an employee is transferred to a permanent assignment in the United States while in the United States on leave or TDY, home leave shall cease to accrue as of the date the employee left his last post outside the United States. In this instance a determination of his eligibility for home leave will be made in accordance with the provisions of [redacted] 25X1A

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(Based
largely
on material
now contained
in [redacted]

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- { (9) The prescribed period for determining eligibility for home leave is terminated by a break in service of one or more workdays (e.g., resulting from a transfer from another Government agency) or an assignment, other than a detail, to a position in which an employee no longer accrues leave.

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TRAVEL

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15. DEPENDENTS

a. No change

b. RETURN OF CHILDREN OVER 21 YEARS OF AGE. An employee's child who is unmarried and who is 21 years old or older may be authorized return travel to the employee's ~~designated~~ Permanent Place of Residence (as defined in paragraph 1 of [redacted] or to another place in the United States, its possessions or the Commonwealth of Puerto Rico not to exceed constructive costs of travel to the employee's Permanent Place of Residence,

(To implement suggestions during coordination of Admin. Authorities Committee proposals that we use the concept of "Permanent Place of Residence" whenever appropriate.) United States nor perform any travel at Government expense. (Advance return of a child who is 21 years of age or older may be authorized under the provisions of sub-paragraph d below except that the child may not thereafter travel at Government expense.)

c. No change

d. ADVANCE RETURN

(1) An authorizing official may authorize or approve advance return of dependents from the post of assignment abroad for the reasons set forth below. Travel under (a) or (b) may be to any point specified

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in the travel order; travel under (c) shall be limited to the employee's ~~designated~~ Permanent Place of Residence (as defined in paragraph [REDACTED] or to ~~a place not more distant than~~ another place in the United States, its possessions or the Commonwealth of Puerto Rico not to exceed constructive costs of travel to the employee's Permanent Place of Residence.

- (a) When he determines that this is necessary for reasons of cover, operations, or security, including personal safety.
 - (b) Because of unanticipated, unsuitable conditions at the post affecting to an unusual degree the dependents' health, housing, or food supply.
 - (c) In cases of death or serious illness in the immediate family of the employee or spouse; to meet a school schedule; or for induction into the Armed Forces.
- (2) No change
- (3) When advance return is authorized under (1)(c) above, the following shall apply:
- (a) The employee shall agree in writing to repay the expense of the advance return if he does not subsequently become eligible for return travel to the United States, ~~if it is certified by~~ its possessions or the Commonwealth of Puerto Rico at Government expense, or such dependents lose their dependency status prior to the employee's eligibility for return travel. In application of the repayment agreement, loss of dependency status does not result from death of the dependent, the dependent's induction into the Armed Forces, or the dependent's reaching age 21.
 - (b) No change

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